

**COLLECTIVE AGREEMENT**

between

**THE CITY OF PRINCE GEORGE**

and

**THE I.A.F.F., LOCAL #1372**

**FOR JANUARY 1, 2016 – DECEMBER 31, 2019**

07299 (12)

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THIS AGREEMENT made the 7<sup>th</sup> day of September, 2016, effective the 1st day of January, 2016.

BETWEEN:

**THE CITY OF PRINCE GEORGE**, a corporation duly incorporated under the Statutes of the Province of British Columbia,

(hereinafter called "the City")

OF THE FIRST PART

AND:

**THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL #1372**

(hereinafter called "the Union")

OF THE SECOND PART

WITNESSETH AS FOLLOWS:

**ARTICLE 1 - COVERAGE**

- 1.1 WHEREAS the City is an Employer within the meaning of the Labour Relations Code of British Columbia;
- 1.2 AND WHEREAS the Union is the duly certified Bargaining Agent pursuant to the Labour Relations Code for those employees of the City employed as Fire Department personnel at Prince George, British Columbia, save and except:
  - A. The Fire Chief;
  - B. The Deputy Chiefs;
  - C. The Clerical Staff; and
  - D. The Chief Communications Officer.
- 1.3 AND WHEREAS this Agreement constitutes the wages and working conditions for the employees in respect of whom the Union is so certified;
- 1.4 NOW THEREFORE the parties hereto agree as follows:

**ARTICLE 2 - TERM OF AGREEMENT**

- \*2.1 This agreement shall be for a term of forty-eight (48) months with effect from the first (1<sup>st</sup>) day of January 2016 to the thirty-first (31<sup>st</sup>) day of December 2019, but shall continue and remain in full force and effect from year to year thereafter unless either party within four (4) months prior to the expiry date in any given year gives the other party written notice of desire to terminate or amend such Agreement.



**ARTICLE 3 - UNION SECURITY**

- 3.1 The City will not discriminate against any member of the Union by reason of Union activities. All employees covered by the Union Certificate of Bargaining Authority shall pay a monthly fee to the Union equal to the Union's monthly dues, such payment to be made by payroll deduction. This deduction shall become effective on the first (1st) day of the month coincident with or next following the date of appointment, but the deduction shall be made only if the employee is still in the employ of the City on the final day of the first (1st) pay period in that month. Deductions shall be made in respect of all subsequent months provided an employee works any part of the month. These arrangements shall remain in effect for so long as this Union remains the recognized Bargaining Authority.
- 3.2 It is agreed that employees who are presently members of the Union shall remain so as a condition of employment. It is further agreed that persons who are hereafter employed by the City of Prince George shall become members of the Union on the first (1st) day of the month coincident with or next following the date of appointment and shall remain as members of the Union as a condition of employment.
- 3.3 All regular working shifts shall be staffed by regular members of the fire fighting force.

**ARTICLE 4 - RIGHTS OF MANAGEMENT**

The Union recognizes the exclusive right of the City to manage the business and affairs of the City, and through the Fire Chief or Deputy Fire Chief, to direct and discipline the employees covered by this Agreement. Such direction and discipline shall not be contrary to the provisions of this Agreement.

**ARTICLE 5 - REMUNERATION****5.1 Pay**

The scale of remuneration set out in Schedule "3" attached hereto shall apply during the currency of this Agreement and shall form part of this Agreement.

**\*5.2 Extra Duty****A. Excess Shifts**

Where an employee is requested to work additional shifts in excess of his/her scheduled work week, for whatever reason, except when replacing employees on gratuity day leave, the employee shall receive pay at one and one-half (1-1/2) times his/her regular hourly rate for the first (1st) two (2) hours and double time (2T) thereafter.

**B. Regular Shift Extension**

An employee who is required to work immediately following the completion of their regular shift shall be paid at one and one-half (1-1/2) times their regular hourly rate for the first (1st) two (2) hours and double time (2T) thereafter. When computing the payment of overtime of an employee under this section, all time worked by

such employee from the time they complete their regular shift until they return (if their duties require them to leave their regular place of work) to their regular place of work, e.g., the fire hall at which they are stationed, and has been relieved of further duties, shall be deemed to be overtime.

The minimum paid for such overtime payments will be fifteen (15) minutes.

C. Overtime

- (i) An employee reporting for work on the call of the City at any time other than their regular working hours, shall be paid at a minimum of three (3) hours at double their regular rate of pay in response to the call only and will then revert to their regular rate of pay from the start of their regularly scheduled shift.
- (ii) Employees, when called, shall respond and report for duty no later than thirty (30) minutes from the time of notification. Employees who do not confirm the notification at the time it is made shall call in to see if they are needed before reporting for duty.
- (iii) Employees of the Fire Prevention Branch shall have the choice of paid overtime or of accumulating the overtime to be taken as time off, except as outlined in (iv) below. Provisions for time off are outlined in the Operational Guidelines.
- (iv) Employees will not be permitted to claim ATO for overtime work performed that is funded by the Provincial Emergency Program or equivalent government funding program.

5.3 Formula

A. GROUP I and III

- (i) 365.25 days divided by 7 = 52.18 weeks therefore, 42 hours x 52.18 weeks = 2,192/hours a year (2,191.56)
- (ii) 2,192 divided by 12 months equals 182.67 hours per month.
- (iii) Monthly rate divided by 182.67 hours equals the hourly rate.
- (iv) Hourly rate x 12 hours equals the daily rate.
- (v) Overtime pay calculated on an hourly basis  

$$\frac{12 \times \text{monthly salary}}{2,192}$$

B. GROUP II

- (i) 37.5 hours x 52.18 weeks equals 1,957 hours per year.
- (ii) 1,957 divided by 12 months equals 163 hours per month.
- (iii) Monthly rate divided by 163.08 hours equals hourly rate.
- (iv) Hourly rate x 9.375 equals daily rate.
- (v) Overtime pay calculated on an hourly basis  

$$\frac{12 \times \text{monthly salary}}{1,957}$$

**ARTICLE 6 - WORKING CONDITIONS****6.1 Hours of Duty**

- A. Employees occupying positions set forth in Group I of Schedule "3" shall work an average of forty-two (42) hours per week consisting of the following: two (2) ten (10) hour days, followed by two (2) fourteen (14) hour nights, followed by four (4) consecutive days off.
- B. Employees occupying positions set forth in Group II of Schedule "3" shall work a thirty-seven and one-half (37-1/2) hour week consisting of four (4) days of nine (9) hours and twenty (20) minutes (9.375 hours) in length, PROVIDED HOWEVER, that if any Group II employee is required by the City to work on scheduled Platoon duty, then such employee shall work an average of forty-two (42) hours per week.
- C. Employees occupying positions set forth in Group III of Schedule "3" shall work an average of forty-two (42) hours per week consisting of the following: two (2) twelve (12) hour days followed by two (2) twelve (12) hour nights, followed by four (4) consecutive days off.

**6.2 Promotional Policy and Procedure**

- A. It is agreed by the City and the Union that the Promotional Procedure now in effect shall remain part of this Agreement to be attached to Schedule "2".

- B. Newly Created Positions

New positions created within the Fire Department shall be covered by the Agreement now in effect between the City and the Union save and except those exempted by Article 1.2.

The City shall notify the Union of its intent to create any new position and the Union shall have the right to negotiate the wages and working conditions as outlined in this Agreement of each new position created except those exempted by Article 1.2.

**\*6.3 Vacancies and Transfers**

- A. Intent

This article governs all staffing activity with the exception of promotion to Officer positions.

- B. Postings

Vacant positions shall be posted internally and may be posted externally for three (3) weeks, and shall contain the following information: required education and experience; knowledge and skills; and salary.

C. Job Descriptions

- (i) The City shall notify the Union of any changes to the minimum qualifications contained in job descriptions one (1) year in advance of posting. Firefighter and Dispatcher job descriptions are exempt from this requirement.
- (ii) To be eligible to apply for a Fire Prevention Inspector position, employees must have completed a Pro-Board or IFSAC certified course that meets the NFPA 1031 standard. Changes to this qualification will be made in accordance with (i) above.
- (iii) Qualifications for Officer positions are defined in Schedule "2", Promotional Procedure.

D. Selection

Internal applicants with the required education, experience, knowledge and skills as per the job description will be considered for the vacancy. Where more than one (1) employee meets the minimum qualifications, the senior applicant will be appointed. Where there are no qualified internal applicants, external applicants may be considered.

In the case of vacancies in Suppression, internal applicants must also be able to meet the physical and medical standards identified by the City.

An employee who is successful in his/her application for a position in Suppression will be subject to a twelve (12) month probationary period. In all other instances, successful internal applicants shall serve a six (6) month probationary period. This probationary period may be extended upon mutual agreement between the Fire Chief and the Union. If the employee continues to perform in the position beyond the probationary period, he/she shall be considered appointed to the position.

Internal applicants will be appointed to the position at their current rate of pay, providing it is within the posted salary range.

E. Right to Return to a Former Position

For a period not to exceed five (5) years, an employee is eligible to return to a position he/she formerly held within the Fire Department providing:

- (i) a vacancy exists;
- (ii) he/she is able to meet the physical and medical standards identified by the City for that specific position, if any.

Such employees shall not be required to serve an additional probationary period.

The five (5) year maximum period shall not apply to the following employees: Steve Feeney and Marcel Profeit.

**\*6.4**      Probationary Period

- A. New employees shall be considered to be on a probationary basis until the completion of twelve (12) months service. If such employee continues in employment after the twelve (12) month probationary period, he/she shall be considered to be on a permanent basis and seniority, vacations and other perquisites referable to length of service shall date back to the first (1<sup>st</sup>) date of employment. The twelve (12) month probationary period may be extended upon mutual agreement between the Fire Chief and the Union.
- B. Where an employee is awarded the position of Fire Prevention Inspector, Chief Fire Prevention Officer, Training Branch Captain or Chief Training Officer, or is promoted to the position of Captain or Assistant Chief, he/she must successfully complete an additional six (6) month probationary period.

In the case of Captains, time spent in an Acting capacity will be counted towards the probationary period.

- C. If, for any reason during the probationary period, the employee does not remain in the new position, the employee shall revert to his/her previous position and former rate of pay.

**6.5**      Seniority

A seniority list shall be included as part of the Collective Agreement and shall show the seniority of the employees covered by this Agreement. The order of placement of a new employee at the bottom of the seniority list when more than one (1) employee commences employment on the same day shall be decided by the City.

**6.6**      Acting Pay

- A. Each employee who, by the authority of the Fire Chief, is required to accept the responsibilities of and carry out the duties incidental to a position or rank senior to that which he/she normally holds, shall be paid at the rate of the senior position or rank while so acting.
- B. Each Captain who acts as an Assistant Chief will receive the rate of 132% for the hours spent acting. The 132% rate will stay in effect until the Captain has accumulated 2,192 hours acting pay at 132%. After the 2,192 hours, he/she will be paid at the rate of 136% for all hours acting as an Assistant Chief, until he/she has accumulated 2,192 hours at the 136% rate. After that he/she will be paid at the rate of 140% for all time spent acting as an Assistant Chief. After an employee has accumulated 2,192 hours at the 136% rate, all subsequent acting pay will be at the rate of 140%. (Rates mentioned refer to the Assistant Chief wages set in Schedule 3).
- C. All hours spent in the acting capacity will be applied to the Assistant Chief pay increments when the employee is promoted to the rank of Assistant Chief.

- D. When an employee covered by this Agreement is required to assume the duties and responsibilities of, or is promoted to, a higher rank for an accumulated total of at least six (6) months in any calendar year, he/she shall be paid at the regular rate of pay for the higher rank for his/her vacation period. Any necessary adjustments to pay rates will be made at the end of the calendar year.
- E. When the Chief Fire Prevention Officer is absent in excess of two (2) complete and consecutive work weeks (e.g. Monday to Thursday or Tuesday to Friday), the senior eligible Fire Prevention Captain will be designated Acting CFPO and will receive acting pay. In order to be deemed eligible to act in the absence of the CFPO, the Fire Prevention Captain must be enrolled in and actively working towards completion of the courses required for promotion to the rank of Chief Fire Prevention Officer.

#### 6.7 Residence Requirements

- A. Employees of the Fire Department shall reside within a 25km radius from Fire Hall #1.
- B. After submission of a written request and with the subsequent approval of the Fire Chief, a maximum of twenty percent (20%) of the total number of the employees of the Department may reside outside of a 25km radius from Fire Hall #1. There shall be no upgrading of the present communications system undertaken to accommodate those employees who live outside of this radius.

#### 6.8 Job Security - Technological Change

- A. The City will give to the Union, in writing, at least ninety (90) days notice of any intended technological change that:
  - (i) affects the terms and conditions, or security of employment of employees to whom this Collective Agreement applies; and
  - (ii) alters significantly the basis upon which the Collective Agreement was negotiated.
- B. During the term of this Agreement, any disputes arising in relation to adjustment to technological change shall be discussed between the bargaining representatives of the two (2) parties to this Collective Agreement.
- C. If the dispute cannot be settled in direct negotiations, the matter will be referred directly to an arbitration board pursuant to Article 12 of this Collective Agreement, bypassing all other steps in the Grievance Procedure.

#### 6.9 Layoff and Rehiring Procedures

In the event of layoff, employees shall be laid off in the reverse order of their bargaining unit seniority.

The employer shall notify employees who are to be laid off with a copy of the layoff notice to the Union, thirty (30) calendar days prior to the effective date of layoff, or award pay in lieu thereof.

On recall, in order of seniority, the employer shall notify the employee by registered mail, with a copy to the Union, to return to work and the employee shall, within twenty-one (21) calendar days of mailing such notice, return to work or make satisfactory arrangements to do so. The notice shall be mailed to the last known address and it shall be the responsibility of the employee to keep the employer informed of his/her current address and telephone number.

No new employees shall be hired until those laid off have been given the opportunity of recall. Before returning to work an employee on layoff will be required to submit a Doctor's Certificate testifying to his/her general fitness to resume work as a firefighter. The expense of the Doctor's Certificate shall be borne by the City. Failure to pass these examinations will result in the next employee on the seniority list being recalled.

The employer agrees to pay its share of the monthly premiums for the two (2) months following the month in which layoff occurs to the Medical Plan, Extended Health Plan, Group Life Insurance and Dental Plan for employees with six (6) months of service or more being laid off. In the event of a longer layoff, employees so affected will be given the right to continue their coverage through direct payments, provided the plans permit such coverage.

An employee being laid off and re-employed within two (2) years shall retain previous benefits earned in connection with vacation, sick leave and seniority based on length of service. Employees who are not recalled within two (2) years from date of layoff shall be deemed to be terminated.

6.10 Nourishment on Duty

The employer will provide nourishment at fires and other emergencies in accordance with the "Call Out Crew Duties Checklist" and/or at the discretion of the Incident Commander or his/her designate.

6.11 Access to Personnel Records

Employees in the Bargaining Unit shall have access to their personnel records at reasonable times.

6.12 Permanent Disability

In the event that an employee of the Fire Department is permanently disabled due to injury or illness while at work and is no longer capable of performing the duties of his/her regular position, he/she will be accommodated in a position in the Fire Department providing he/she is capable of performing the duties. If this accommodation proves unsuccessful, the City will consider an accommodation outside of the Fire Department.

Every consideration will be given by the City to finding positions in the Fire Department for those employees permanently disabled due to accident or illness which is not job related, providing they are capable of performing the duties.

\*6.13 Platoon Transfer

When transferring an employee, temporarily or permanently, from one platoon to another, twelve (12) days written notice shall be given to the employee being transferred.

6.14 Critical Incident Stress

The City will offer assistance to Fire Department personnel exposed to the emotional trauma associated with critical incidents. Assistance will include the availability of Critical Incident Stress Debriefing and Defusing by trained and qualified individuals approved by the Critical Incident Response Team (CIRT).

Annually, the CIRT will submit recommendations concerning required resources to the Fire Chief.

6.15 Recruit Hiring

A representative from the Union will participate as an advisor in the recruit hiring process. The Union representative may be absent from duty with pay in order to fulfill these obligations.

6.16 Relief Fire Dispatchers

The three (3) least senior Fire Dispatchers shall work on a relief basis. Employees hired prior to December 31, 2000 will be exempt from this provision.

The Relief Fire Dispatcher shall not be bound by the Hours of Work and Platoon Transfer provisions of the Collective Agreement but shall instead be governed by the following:

- A. The employee shall be assigned to a regular platoon on the basis of seniority. 'Seniority' shall be established based on the date of hire.
- B. The employee shall work three hundred and thirty-six (336) hours over fifty-six (56) day cycles. The employee shall be entitled to a minimum of four (4) hours at his/her regular rate of pay whenever called in to work.
- C. The employee required to work the schedule set out under (B) above shall be assigned to a fifty-six (56) day cycle and may be required to work up to a maximum of three hundred thirty-six (336) hours within that cycle at straight-time rates, subject to the following:
  - (i) wages and benefits will remain consistent with current practices, i.e. eighty-four (84) hours pay at straight-time per bi-weekly pay period; and
  - (ii) the City will assign the employee to a platoon for the purpose of providing relief for paid time off benefits and, in so far as is possible, his/her work schedule will reflect the regular hours of work of that platoon.
- D.
  - (i) The employee may be required to be on duty up to a maximum of twelve (12) consecutive hours.
  - (ii) The employee may be utilized to a maximum of eighty-four (84) hours in an eight (8) day block.



(iii) The employee shall be off duty for two (2) twenty four (24) hour periods each eight (8) day block. The employee may request one (1) shift per eight (8) day block as a prescheduled day off call. The Employer will make all reasonable efforts to accommodate such requests, keeping in mind that the Relief employee is to be utilized for overtime aversion. Once a twenty-four (24) hour period has been scheduled off, it shall be confirmed forty-eight (48) hours prior to the scheduled shift off and shall not be retracted except by mutual agreement.

The use of an eight (8) day block is for the sole purpose of clarification of this document and is WITHOUT PREJUDICE, and shall not be used to amend or define any other document or Act.

- E. The scheduling of hours of work for the employee shall be the responsibility of the Chief Communications Officer.
- F. Upon successful completion of the training period, the employee will be assigned as a Relief Fire Dispatcher.
- G. Persons hired as a relief employee shall be entitled to wages and specified benefits afforded regular full-time employees consistent with the Collective Agreement, with the exception of annual vacation and statutory holidays which shall be administered as follows:

Employees shall not be entitled to leave for the duration of the calendar year in which they are hired. All vacation and statutory holiday accruals will be paid out at the end of the calendar year in which he/she is hired. Vacation and statutory holiday payouts will be pro-rated based on the employee's start date compared to annual entitlements.

Employees hired prior to the annual holiday selection process shall be included in the following year's selection. Employees hired after the annual holiday process shall be entitled to leave during the following calendar year, in accordance with their placement within his/her holiday group.

- H. Where attrition occurs, the senior Relief Fire Dispatcher will be placed on a regular platoon after a new employee has successfully completed the training period and has been assigned as a Relief Fire Dispatcher.
- I. If a replacement is not hired within six (6) months of the retirement/termination of a regular Fire Dispatcher, the most senior Relief Fire Dispatcher shall be placed in the vacant position.
- J. The Relief Fire Dispatcher position is contingent upon there being a minimum of eight (8) regular Fire Dispatchers in the Prince George Fire Department FOCC. If for any reason the number of regular Fire Dispatchers drops below eight (8) the "Relief Fire Dispatcher" position shall cease to exist.

#### 6.17 Relief Firefighter

The eight (8) least senior Firefighters, hired after December 31, 2002, shall work on a relief basis. Employees hired prior to December 31, 2002 will be exempt from this provision.

The Relief Firefighters shall not be bound by the Hours of Duty and Platoon Transfer provisions of the Collective Agreement but shall instead be governed by the following:

- A. The Relief Firefighters shall be assigned to a regular platoon on the basis of seniority. 'Seniority' shall be established based on the date of hire. The Relief Firefighters will not be considered part of minimum staffing levels for the purpose of determining when employees may take floater or ATO leave.
- B. The Relief Firefighters shall work three hundred and thirty-six (336) hours over fifty-six (56) day cycles. The Relief Firefighters shall be entitled to a minimum of four (4) hours at their regular rate of pay whenever called in to work.
- C. The Relief Firefighters required to work the schedule set out under (B) above shall be assigned to a fifty-six (56) day cycle and will be required to work up to a maximum of three hundred thirty-six (336) hours within that cycle at straight-time rates, subject to the following:
  - (i) wages and benefits will remain consistent with current practices, i.e. eighty-four (84) hours pay at straight-time per bi-weekly pay period; and
  - (ii) the City will assign the Relief Firefighters to a platoon for the purpose of providing relief for paid time off benefits and, in so far as is possible, their work schedule will reflect the regular hours of work of that platoon.
- D.
  - (i) The Relief Firefighters may be required to be on duty up to a maximum of fourteen (14) consecutive hours.
  - (ii) The Relief Firefighters may be utilized to a maximum of eighty-four (84) hours in an eight (8) day block.
  - (iii) The Relief Firefighters shall be off duty for two (2) twenty-four (24) hour periods each eight (8) day block. The Relief Firefighters may request one (1) shift per eight (8) day block as a prescheduled day off call. The Employer will make all reasonable efforts to accommodate such requests, keeping in mind that the Relief Firefighters are to be utilized for overtime aversion. Once a twenty-four (24) hour period has been scheduled off, it shall be confirmed forty-eight (48) hours prior to the scheduled shift off and shall not be retracted except by mutual agreement.

The use of an eight (8) day block is for the sole purpose of clarification of this document and is WITHOUT PREJUDICE, and shall not be used to amend or define any other document or Act.

- E. Persons hired as Relief Firefighters shall be entitled to wages and specified benefits afforded regular full time employees consistent with the Collective Agreement, with the exception of annual vacation and statutory holidays which shall be administered as follows:

Employees shall not be entitled to leave for the duration of the calendar year in which they are hired. All vacation and statutory holiday accruals will be paid out at the end of the calendar year in which he/she is hired. Vacation and statutory holiday payouts will be pro-rated based on the employee's start date compared to annual entitlements.

Employees hired prior to the annual holiday selection process shall be included in the following year's selection. Employees hired after the annual holiday selection process shall be entitled to leave during the following calendar year, in accordance with their placement within his/her holiday group.

- F. Where attrition occurs, the senior Relief Firefighter will be placed on a regular platoon after a new employee has successfully completed his/her training period and has been assigned as a Relief Firefighter.
- G. If a replacement has not been hired within nine (9) months of the retirement/termination of a regular Firefighter, the most senior Relief Firefighter shall be placed in the vacant position.
- H. In the event of a lay-off, Relief Firefighters will cease to exist.

#### 6.18 Harassment

The Employer and the Union recognize the rights of employees to work in an environment free of harassment.

Harassment is defined by the BC Human Rights Code as behaviours, such as conduct or comments, based on prohibited grounds of discrimination, which are unwelcome and inappropriate or otherwise offensive, thus creating a negative impact on the work environment. Prohibited grounds of discrimination identified by the BC Human Rights Code are race, colour, ancestry, place of origin, political belief, religion, marital or family status, physical or mental disability, sex, age (19 years or more), criminal or summary conviction unrelated to employment, and sexual orientation.

For the purposes of this Agreement, personal harassment shall be defined as behaviour that consists of offensive comments or actions which demean, belittle, or intimidate an individual or cause personal humiliation.

The Employer and the Union agree to cooperate in attempting to resolve all complaints of harassment, which may arise in the workplace. Cases of harassment, if not resolved on a confidential basis, shall be eligible to be processed as a grievance pursuant to Article 12 of the Collective Agreement.

This clause shall not be used to limit management's right to deal with performance or disciplinary issues.

### ARTICLE 7 - WORK COVERAGE

- \*7.1 Employees covered by this Agreement shall not be required to perform any work or duty not in any way connected with:
  - A. The prevention and suppression of fire;
  - B. Normal rescue and safety services;
  - C. The routine housekeeping of fire halls, minor repairs to fire halls, minor repairs including painting and maintenance of equipment, and grounds upkeep.

**ARTICLE 8 - VACATIONS****8.1 Vacations**

All employees covered by this Agreement shall be entitled to paid annual vacations on the basis outlined in the following paragraphs. The present system used for scheduling such annual vacation shall be that as in effect at the signing of this Collective Agreement and the system shall be subject to change by mutual agreement between Union and Management. Vacation credits shall be earned by all employees, except those on unpaid leave of absence in excess of two (2) weeks, those using the sick bank, or those on W.C.B. compensation in excess of twelve (12) months. The twelve (12) months will include periods where the employee has attempted to return to work but because of his/her disability is unable to remain at work and is placed back on W.C.B. compensation.

- A. Those employees who are employed in the positions set forth in Groups I and III of said Schedule "3" (which employees hereinafter in this Article 8 are referred to as "Groups I and III employees") shall be entitled to the following paid annual vacation:
- (i) Groups I and III employees leaving the Fire Department in less than twelve (12) months from the date of appointment shall be granted vacation pay in accordance with the Employment Standards Act.
  - (ii) After one (1) year of service - eight (8) working shifts.  
After three (3) years of service - twelve (12) working shifts.  
After ten (10) years of service - sixteen (16) working shifts.  
After twenty (20) years of service - twenty (20) working shifts.
  - (iii) In all cases of termination of service for any reason other than retirement on municipal pension or on attaining retirement age, adjustment will be made for any overpayment of vacation.
  - (iv) Annual vacations shall commence on the first (1st) day back on shift after regular days off.
- B. Those employees who are employed in positions set forth in Group II of said Schedule "3" (which employees are hereinafter referred to as "Group II employees") shall be entitled to the following paid annual vacation:
- (i) Group II employees leaving the service in less than twelve (12) months from the date of appointment shall be granted vacation pay in accordance with the Employment Standards Act.
  - (ii) After one (1) year of service – twelve (12) working shifts.  
After three (3) years of service – sixteen (16) working shifts.  
After ten (10) years of service – twenty (20) working shifts.  
After twenty (20) years of service – twenty-four (24) working shifts.

**8.2**      Vacation Banking

All regular full-time employees who have completed twenty (20) years of service with the Prince George Fire Department shall be permitted to bank a total of four (4) days vacation per calendar year for a total of twelve (12) days maximum.

The banked vacation days must be taken prior to the employee's retirement date. The accumulated days must be taken in accordance with the Departmental vacation schedule and will be selected only after all other members in the holiday group have taken all of their allotted vacation time.

In no circumstances will the accumulated vacation be paid out in cash other than under Article 11.15 C of the Collective Agreement.

**ARTICLE 9 - STATUTORY LEAVE****\*9.1**      Statutory Leave

- A. (i) All Group I and III employees who have completed twelve (12) months' continuous service by December 31<sup>st</sup> shall receive in each calendar year in lieu of the twelve (12) statutory holidays, set forth in Clause 9.1 B, three (3) blocks of four (4) working shifts, which blocks are not required to be scheduled consecutively at any time throughout the calendar year.

Time off in lieu of statutory holidays shall commence on the first (1<sup>st</sup>) day back on shift after regular days off and may or may not be taken immediately after the annual vacation period, at the discretion of the Fire Chief.

Group II employees who have completed twelve (12) months' continuous service by December 31<sup>st</sup> shall receive in each calendar year in lieu of the twelve (12) statutory holidays, set forth in Clause 9.1 B, twelve (12) working shifts which can be taken singly or in any combination throughout the calendar year.

In addition thereto, all Group I, II and III employees shall receive time equivalent to one (1) duty shift as a Floater Day Holiday in lieu of any other statutory holidays declared by the City of Prince George, the Province of British Columbia or the Government of Canada to which employees covered by this Agreement are entitled. For those employees who begin or end their employment mid-year, the number of statutory holidays will be pro-rated.

- (ii) Relief Firefighters and Relief Fire Dispatchers shall receive the following:
- In his/her first (1<sup>st</sup>) full year of statutory holiday entitlement: twelve (12) consecutive days off consisting of two (2) consecutive four (4)-shift blocks (eight [8] consecutive working shifts) and the intervening four (4) day period;
  - In his/her second (2<sup>nd</sup>) full year of statutory holiday entitlement: sixteen (16) consecutive days off consisting of two (2) consecutive four (4)-shift

- blocks (eight [8] consecutive working shifts), the intervening four (4) day period, and the four (4) day period preceding the first working shift;
- In his/her third (3<sup>rd</sup>) full year of statutory holiday entitlement: twenty (20) consecutive days off consisting of two (2) consecutive four (4)-shift blocks (eight [8] consecutive working shifts), the intervening four (4) day period, the four (4) day period preceding the first working shift, and the 4-day period following the last working shift.
- (iii) The Department policy for approval to use Floater Days for Groups I and III employees is as follows:
1. Employee to notify Officer-in-Charge of the intention to take floater day no sooner than one hundred and eighty (180) days or later than forty-eight (48) hours prior to the start of the shift.
  2. Officer-in-Charge to approve or reject the application within five (5) days. Where this is not possible due to shorter application time, approval or rejection will be given within twenty-four (24) hours.
  3. Once an employee has given notice of his/her intention to take a floater day off, he/she has until fourteen (14) days prior to the day intended to change his/her mind. He/she must take the day off as intended if less than fourteen (14) days notice is given.
  4. If, after the employee's intention to take floater day has been acknowledged, a minimum staffing situation should arise, the employee shall not be required to cancel his/her intended floater day, but a staff call for minimum staff replacement shall be made.
  5. More than one (1) employee from the same shift may take the same day off, providing such request is in accordance with the minimum staffing requirements designated for each rank at the time of approval. Priority shall be given to employee submitting the first (1st) dated notice of intention or request.
- B. Group II employees shall observe all statutory holidays in accordance with the schedule established by the City. During such weeks where a statutory holiday occurs, Group II employees are required to either work thirty-seven and one-half (37.5) hours or utilize accruals to receive pay for thirty-seven and one-half (37.5) hours.
- C. If a Group I or III employee covered by this Agreement whose duties require him/her to work on public holidays as provided for in Clause 9.1 A or 9.1 B, then, in addition to the holiday to which he/she is entitled under Clause 9.1 A or 9.1 B as the case may be, he/she shall be paid at a rate of one hundred (100) percentum of his/her regular rate of pay (calculated on an hourly rate) for each of the hours worked by him/her between the hours of 12:01 a.m. and 11:59 p.m. on such public holiday. Where an employee is acting in a senior capacity as outlined in Article 6.6, the rate of pay shall be that of the senior position or rank.

- D. Statutory holidays shall not be earned by employees on lay off, employees using the sick bank or, after they have been absent from work on unpaid leave of absence in excess of two (2) weeks or on W.C.B. compensation in excess of twelve (12) months. The twelve (12) months will include periods where the employee has attempted to return to work but because of his/her disability is unable to remain at work and is placed back on WCB compensation.

## **ARTICLE 10 - SPECIAL ALLOWANCES**

### **\*10.1 Clothing**

- A. Probationary Firefighters, Dispatchers, and Inspectors shall receive the following uniform issue upon commencement of employment:

One (1) pair of station footwear  
 One (1) belt  
 Four (4) pairs of pants  
 Six (6) shirts  
 Four (4) t-shirts  
 Two (2) long-sleeve t-shirts  
 One (1) pair of shorts  
 One (1) ball cap  
 One (1) Gortex jacket  
 One (1) fleece jacket  
 One (1) winter toque@  
 One (1) pair of winter gloves@  
 One (1) pair of winter boots@

@ = issued upon seasonal requirement

- B. Upon completion of the probationary period, Firefighters, Dispatchers, and Inspectors shall receive the following uniform issue:

One (1) pair of station footwear  
 One (1) dress belt  
 One (1) pair of dress black shoes  
 One (1) pair of dress pants\*  
 One (1) dress tunic\*  
 One (1) light blue long sleeved dress shirt  
 One (1) dress tie  
 One (1) uniform cap with badge\*  
 One (1) winter parka  
 One (1) wool sweater  
 One (1) track suit (Dispatchers only)

\* = identifies tailored items

Note: Style and quality of pants and shirts are to be:  
 Pants - 400NMX-75(FS) Workrite  
 Shirt SS - 700NMX-45(FS) Workrite

Shirt LS - 705NMX-45(FS) Workrite

or equivalent as mutually agreed by the parties. Upon promotion, Assistant Chiefs shall receive white dress shirts in place of the Workrite shirts.

- C. The City will maintain an inventory sufficient to supply on an ongoing basis the needs of employees. The inventory shall not be less than ten percent (10%) of the current uniform issue for non-tailored items.
- D. Uniform replacement will be on an as-needed basis defined as "replacement of worn or damaged uniform sufficient to maintain the standard issue".

Winter parkas and Gore Tex shells shall be inspected for wear before a replacement item will be approved.

- E. Tailored uniform items not maintained in inventory shall be measured and ordered within ninety (90) days from the date of request.
- F. The City agrees to provide and maintain laundry equipment at each fire hall and therefore, will not pay for the costs of laundering station wear, t-shirts, shorts, track pants, fleece jackets or gortex jackets.

The cost of cleaning items identified below will be paid on receipt of the invoice from the cleaning firm based on the following list as a guideline:

One (1) wool sweater	five (5) times per year
One (1) winter parka	one (1) time per year
One (1) dress tunic	one (1) time per year
One (1) pair dress pants	one (1) time per year
One (1) dress shirt	one (1) time per year
One (1) dress tie	one (1) time per year

For Assistant Chiefs, the Chief Training Officer and the Chief Fire Prevention Officer, the cost of cleaning uniform items as identified below will be paid on receipt of the invoice from the cleaning firm:

One (1) pair wool pants	once per each four (4) day shift
Dress shirts	two (2) shirts per each four (4) day shift

The City will pay for the cleaning of contaminated clothing.

10.2 Fire Fighting Equipment

The City will also provide every employee covered by this Agreement whose duties include the fighting of fires with fire fighting equipment approved by WorkSafeBC and compliant with the applicable NFPA standard, which shall include firefighting boots, service coat, service pants, helmet, gloves, flash hoods, Nomex coveralls, and such other equipment as may be recommended by the Fire Department Safety Committee and approved by the Fire Chief.

All uniform clothing and fire fighting equipment referred to herein shall remain the property of the City. Every person leaving the service of the City, including those persons retiring on municipal pension, shall return all serviceable issued items.



Retirees shall be entitled to keep their dress uniform.

The items of clothing or equipment referred to herein can be amended during the term of this Agreement by mutual consent of the parties.

## **ARTICLE 11 - EMPLOYEE BENEFITS AND MUNICIPAL PENSION**

### **\*11.1 A. Medical Services Plan of B.C. and Extended Health Benefits**

It is agreed that the level of benefits will not be reduced below that provided December 31, 2001, plus improvements, unless mutually agreed to by the parties. All employees covered by this Agreement shall be entitled to enroll in the MSP of BC and EHB plans effective the first (1<sup>st</sup>) day of the month coincident with or next following the date of hire. The employee shall pay twenty-five percent (25%) and the City shall pay seventy-five percent (75%) of the monthly premium payable to said carriers. EHB lifetime maximum shall be \$1,000,000. EHB vision care coverage of one hundred percent (100%) of \$350 every twenty-four (24) months shall be provided effective July 1<sup>st</sup>, 2009. Pay direct coverage shall be provided.

### **B. Dental Plan**

All employees covered by this Agreement shall be entitled to enroll in the Dental Plan after the completion of a six (6) month period and the employee shall pay twenty-five percent (25%) and the City shall pay seventy-five percent (75%) of the monthly premium costs thereof.

Coverage shall be as follows: Plan A (Basic Services) – one hundred percent (100%); Plan B (Major Restorative Services) – eighty percent (80%); Plan C (Orthodontia includes employees and spouses as well as dependent children.) – fifty percent (70%). Plan C maximum shall be \$5,000.

### **11.2 Group Life Insurance**

The City agrees to provide Group Life Insurance and Accidental Death and Dismemberment Insurance for all employees covered by this Agreement, and the employee shall pay thirty percent (30%) and the City shall pay seventy percent (70%) of the premium costs thereof. The amount and type of such insurance shall be decided by mutual agreement between the City and the Union, and shall be two (2) times annual salary Group Life Insurance and two (2) times annual salary A.D. & D. per employee. The City agrees to increase each employee's life and A.D. & D. coverage by \$20,000 at the Union's expense.

Employees may apply for optional life insurance for themselves and their spouses. Employee and spousal optional life is available in units of \$10,000. The minimum amount of insurance is \$10,000 per person and the maximum amount of basic and optional insurance is \$500,000 per person. Employees may also apply for dependent optional life insurance. Dependent optional life insurance provides a flat benefit of \$15,000 for each eligible dependent child. Employees pay premiums for dependent optional life and A.D. & D. insurance through payroll deductions.

### 11.3 Sick Leave and Gratuity

Sick leave is defined as the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Worker's Compensation Act.

#### A. Eligibility

A completed Medical Absence Form shall be provided by the employee when claiming sick leave which is equal to or exceeds three (3) working shifts. Where an employee's rate of sick leave usage exceeds the bargaining unit average, the employee will provide a completed Medical Absence Form for any sick leave occurrence, regardless of the length of the occurrence, upon request by the City.

No sick leave benefits will be paid until the completed Medical Absence Form is provided to the City. The City will reimburse one hundred percent (100%) of the cost associated with completion of the form upon receipt of proof of purchase.

Changes to the Medical Absence Form shall be by mutual agreement between the City and the Union.

#### B. Personal Accumulated Sick Leave

Employees who have completed six (6) months of service shall be entitled to one (1) working shift of sick leave with full pay for each month worked. Sick leave shall be accumulated to a maximum of one hundred and fifty-six (156) working shifts. A deduction shall be made from accumulated sick leave credit for all working shifts or portions of shifts absent with pay due to illness or disability, except those for which benefits are received from WorkSafeBC.

#### C. Notice

An employee claiming sick leave shall notify the senior officer on shift within one (1) hour of commencement of the working shift for which the sick leave is being claimed. In order for the employee to receive sick leave benefits, notification must be received before the start of the working shift, except where not reasonably possible.

#### D. Family Illness

In the case of an illness of the employee's spouse or child, when no one at home other than the employee can provide for the needs of the ill person, the employee shall be entitled to use up to a maximum of three (3) consecutive shifts of accumulated sick leave at any one (1) time for this purpose. Notice requirements shall be in accordance with Article 11.3 C.

#### E. Common Sick Bank

- (i) Each employee is to be credited with one-quarter (1/4) day per month.
- (ii) Each one-quarter (1/4) day is to be placed into a common sick bank.

- (iii) Each employee shall have the one-quarter (1/4) day of personal sick leave accrual credited to the sick bank each month (1.38 hours per pay period).
- (iv) New employees shall have the 1.38 hours per pay period placed in the bank when their first paycheck is processed.
- (v) Once the common sick bank total reaches one thousand (1,000) days, each employee shall have the one-quarter (1/4) day allocated to his/her personal accumulated sick leave bank, until such time as the group total decreases and requires replenishing.
- (vi) All employees shall be entitled to a maximum of ninety-two (92) working shifts or twenty-six (26) calendar weeks, whichever is greater, at their regular rate of pay less usual deductions, in addition to their personal accumulated sick leave.
- (vii) An employee may draw on the sick bank only after his/her personal accumulated sick time has been exhausted.
- (viii) While using the common sick bank, employees will not accrue vacation leave, statutory holiday leave, or gratuities.
- (ix) The Union shall be provided with a quarterly report on the status of the common sick bank.

#### F. Gratuity Plan

An employee who does not claim sick leave for a period of three (3) full consecutive months in a quarter-year will receive a credit of one (1) working shift, to be termed Gratuity Days. Gratuity days may be accumulated to a maximum of one hundred and forty-eight (148) working shifts.

Employees on unpaid leave will not receive the gratuity leave credit.

#### G. Payment of Gratuity

Upon completion of three (3) years of service with the Fire Department, an employee may elect, upon three (3) weeks' notice, to receive cash in lieu of accumulated time. The rate of pay for gratuity days will be the rate in effect at the date of application.

Providing an employee has completed at least five (5) years of service with the Fire Department, he/she may request time off in lieu of cash. The request will be subject to the Fire Chief, or his/her designate, finding a suitable replacement, other than by call-out procedure. The replacement will be paid at straight-time.

Remaining accumulated gratuity credits shall be paid out when an employee leaves the Fire Department, providing he/she has completed at least three (3) years of service in the Fire Department. The rate of pay for gratuity days will be the rate of pay in effect at the time of the employee's termination of employment from the Fire Department.

#### H. Sick Leave Reimbursement

- (i) Where an employee receives wage loss benefits from a third party for an absence, the employee shall reimburse the City the lesser of the sick leave paid or the wage loss benefits received from the third party. The employee will be re-credited sick leave credits equivalent to the sick leave repaid.
- (ii) If the employee has used common sick bank leave, the amount reimbursed to the City will be re-credited to the employee's personal accumulated sick leave and the common sick bank in the proportions used.
- (iii) Gratuity days will be re-credited to the employee based on the total amount of personal sick leave and sick bank leave reimbursed to the City from a third party.
- (iv) This provision is not intended to affect payment from a private insurance policy carried by an employee.

#### 11.4 Bereavement Leave

An employee shall be granted, upon request, an appropriate leave of absence on the death of a member of the employee's immediate family, up to a maximum of three (3) working shifts. Members of the immediate family are defined as spouse, child, mother, father, sister, brother, present parents-in-law and present common-law parents-in-law, grandparents, grandchildren, brothers-in-law, and sisters-in-law. An additional one (1) working shift shall be provided when travel is required.

Employees who request leave to participate as active pall bearers at a funeral shall make such a request in writing and the City shall allow one-half (1/2) day leave with pay.

#### 11.5 Absence from Duty of Union Officials

The City agrees that when it is necessary for Union Officials to leave their employment temporarily for the purpose of Collective Bargaining with the City, or for such purposes of settling grievances as outlined in this Agreement, the said Officials shall suffer no loss of pay for the time so spent.

Firefighters required to attend regularly scheduled Safety Meetings outside of normal shift hours will be compensated hour for hour for time so spent subject to a maximum payment of two (2) hours per meeting and to a maximum of two (2) employees. The maximum number of meetings shall not exceed twelve (12) in any one (1) year.

#### 11.6 Jury Duty

In the event that an employee is called for jury duty or is required to serve on a jury, such employee shall be required to provide notice of service to the Fire Chief in advance of his/her absence. The employee will receive his/her regular earnings for the duration of the absence. If the employee receives payment from the Court for jury duty, the employee shall reimburse the City for an equal amount within two (2) weeks of receiving such payment.

11.7 Court or Inquiry

When an employee is required to make a court appearance or attend a Coroner's Inquiry as a result of his/her employment on his/her days off, annual vacation, statutory holidays, or gratuity days, he/she is required to provide proof of service to the Fire Chief in advance of the court date or Coroner's Inquiry. All efforts will be made to minimize the amount of time spent in court or at a Coroner's Inquiry. The employee shall be paid his/her regular hourly rate of pay for those hours spent at court or in the Coroner's Inquiry.

Should additional interview time with Crown Counsel be required, the employee will provide proof of service to the Fire Chief in advance of the interview date. The Fire Chief may approve up to eight (8) additional hours for this purpose. The employee shall be paid his/her regular hourly rate of pay for such time.

11.8 Legal Counsel

- A. The City shall indemnify any employee against a claim for damages arising out of performance of his/her duties and, in addition, pay legal costs incurred in a Court proceeding arising out of the claim.
- B. The provisions of (A) do not apply in those exceptions enumerated in City of Prince George Indemnification Bylaw No. 5077, 1990, as amended or replaced from time to time.

11.9 Workers' Compensation

Employees absent from duty due to injuries received while on duty shall receive same gross salary in effect at the time of injury, until they are fit to return to active or light duties as per Medical Certification, or until they receive a pension from W.C.B.

In calculating the balance to be paid by the City, all normal deductions, including income tax, will be made from the employee's gross salary.

Monies received from W.C.B. during such absence shall be remitted to the City. Accumulated sick leave credits will not be affected by any additional amount paid by the employer.

11.10 General Leave

- A. The City may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the City.
- B. A leave of absence shall not exceed one (1) year in length.
- C. A leave of absence shall not place a shift into minimum staffing at time of approval.
- D. A leave of absence shall not interfere with the holiday selection of any other employee.

**11.11 Maternity and Parental Unpaid Leave**

- A. Providing that a pregnant employee is capable of performing her duties, the Employer shall not deny the right to continue employment during the period of pregnancy. The Employer may require proof of the employee's capability to perform her normal work through the production of a medical certificate.
- B. If it is operationally feasible, a pregnant employee who is not capable of performing suppression duties will be granted exemption from them. She will be accommodated with alternate duties within the Fire Department, jointly agreed to by the Union and Management, and will not suffer any loss of pay.
- C. An employee shall be granted maternity and/or parental leave in accordance with the BC Employment Standards Act. The employee shall retain his/her seniority for the duration of such leave.
- D. All requests for maternity and parental leave shall be in written form and given to the Employer at least four (4) weeks before the day the employee proposes to begin leave.
- E. During the period of maternity and parental leave, the City shall continue to pay its share of the premiums for Medical Services Plan, Dental Plan, Extended Health Plan, Group Life Insurance and Accidental Death and Dismemberment. The employee agrees to pay his/her share of the premiums for the same benefits. The employee's premiums arrear for the duration of the leave and, after he/she has returned to work, are deducted from the employee's paycheques on a one-benefit-per-pay-period basis. Employees on or returning from leave shall have the option to buy back service in accordance with the Municipal Pension Plan's current rules and deadlines.

**11.12 Birth or Adoption Leave**

One (1) day of leave with pay shall be granted for the day of birth or adoption of a child on approval of the Fire Chief or his/her designate, providing that the employee requesting the leave is on shift at the time for which the request is made. No day off in lieu shall be granted to an employee already off shift on the day required.

**11.13 Emergency Leave**

- A. Firefighters employed on a full-time regular basis by the Fire Department, including probationary employees, will be granted leave of absence with pay and without loss of seniority in a case which is considered by the Assistant Chief on shift to constitute an emergency.
- B. Emergency Leave shall include any emergency that the Assistant Chief deems appropriate.
- C. The employee shall take only the time necessary to resolve the emergency, on an interim basis if possible, before returning to duty.
- D. A pager shall be carried during the emergency so that the employee is on duty and available to respond.

- E. Nothing in this article shall permit employees the right to decide unilaterally when time shall be taken by them and for what reason.

11.14 Supplementary Compensation for Firefighter Killed in the Course of Duty

If an employee is killed as a direct result of the performance of his/her duties in the preservation of life and property in active fire fighting including investigations and inspection work and approved fire fighting training and other assigned duties, a monthly supplement will be paid to the spouse to bring his/her after-tax income from Workers' Compensation, Canada Pension and Municipal Pension Plan and any other source of income not contracted for by the deceased employee to the difference between the regular classified salary of the deceased employee and normal deductions. Such payment shall continue for a period of seven (7) years.

- A. The regular classified salary shall be that for the class of position held by the employee on the date of his/her death or pending at the time of his/her death and shall not include acting or temporary positions and overtime rates of pay, shift differential, service pay and other premium payments, allowance or benefits shall not be included.
- B. The normal deductions shall include Income Tax, C.P.P., E.I., union dues, sick plan premiums and any other deductions which may be included in subsequent agreements.
- C. The supplement shall be recalculated annually in consideration of the indexing of W.C.B., C.P.P., and Municipal Pension Plan and the changes occurring in revisions to the Collective Agreement.
- D. In the event the spouse is under forty (40) years of age and is without child, the W.C.B. lump sum payment on the death of his/her spouse, for the purposes of calculating the supplement, shall be divided by five (5). If the period is less than seven (7) years from the date of his/her death and his/her maximum retirement date and if he/she had lived, in the event the spouse is under forty (40) years of age and is without child, the W.C.B. lump sum payment on the death of his/her spouse, for the purposes of calculating the supplement, shall be divided by the number of years in that period.
- E. In the event there is no surviving spouse and there are dependent children, or in the event the spouse dies subsequent to the death of the employee and leaves dependent children, the supplement shall be calculated as follows:
  - One (1) child - A sum sufficient to bring the after tax income of the child to one third (1/3) of the difference between the regular monthly pay of the deceased employee and his/her normal deductions, further abated by W.C.B., C.P.P., and Municipal Pension Plan and other sources not contracted for by the deceased employee.
  - Two (2) or more children - As above except at the rate of fifty percent (50%).
- F. For the purposes of Article 11.14 D and E, a child shall mean:
  - (i) a child under the age of eighteen (18) years, including a child of the deceased

employee yet unborn;

(ii) an invalid child of any age; and

(iii) a child under the age of twenty one (21) years who is regularly attending an academic, technical or vocational place of education.

G. Any sums of money payable by the City to any dependent child under the age of eighteen (18) years or to an invalid child may properly be paid by the City to the legal guardian of such dependent child whose receipt shall be sufficient discharge to the City.

On the compulsory retirement date of the deceased, if that falls within the seven (7) year period and had he/she lived, a calculation of the pension due to the spouse, had the deceased been pensioned on that date, the City shall supplement the spouse's income from W.C.B., C.P.P., Municipal Pension Plan and any other sources as referred to herein, to bring the spouse's income to the level of the municipal pension calculation referred to less income tax on that sum up to and including the seven (7) year period.

#### 11.15 Municipal Pension Plan and Retirement

A. All employees shall be covered by the Municipal Pension Plan. Contributions to the Municipal Pension Plan for new employees shall commence on their date of hire.

B. All employees covered by this Agreement, upon reaching the age of sixty (60) years, shall be pensioned from the Department, effective at the end of the calendar month in which the employee reaches his/her sixtieth (60th) birthday.

C. Each employee shall take all due vacation and holiday time prior to the effective date of such employee's severance from the Department provided, however, that if a employee is off on W.C.B. benefits, he/she shall receive his/her vacation and holiday time in pay.

D. For those employees after fifteen (15) years service upon retirement due to illness, death or being pensioned, the City agrees to pay one (1) month's severance pay.

#### 11.16 Pension Over Contribution

When the City makes an overpayment on behalf of an employee and this amount is refunded to the City by the Municipal Pension Plan, an equivalent amount will be refunded to the employee through direct payroll deposit, less statutory deductions.

#### 11.17 Supplemental Pension Allowance

The Employer shall pay to all employees enrolled in the Municipal Pension Plan Group 5 a Supplemental Pension Allowance (SPA) of 0.56% of pensionable earnings to be directed to a group tax free savings plan (Group TFSA) to be set up and administered by the Union at no cost to the Employer. This payment will be recorded on employee's biweekly pay cheque in lieu of participation in the SA.

Should the Union not have such a Group TFSA established at the time of enrollment then, unless otherwise mutually agreed, the 0.56% shall be remitted on the employee's



11.18 biweekly pay cheque and recorded as in lieu of participation in the SA.  
Employee and Family Assistance Program

The City and the IAFF Local 1372 will engage the services of a mutually agreed upon provider for the purpose of offering an Employee and Family Assistance Program to employees of the Fire Department.

The City agrees to pay one hundred percent (100%) of the cost of such program and the Union will appoint two (2) representatives to the Joint Committee already in existence with CUPE and shall participate on the same joint basis as other members of the Committee.

## **ARTICLE 12 - GRIEVANCE PROCEDURE**

### 12.1 Union Representation

Members shall be entitled to Union representation at all meetings where disciplinary action is planned or anticipated. Management shall be responsible for contacting the Union and arranging a mutually agreeable time to provide representation for such meetings. The Union will make all reasonable efforts to ensure that a representative is made available. The Union will be allowed time off without loss of pay or benefits for purposes of representing members of the Local in disciplinary or investigative meetings, provided that there is sufficient staffing and there will be no cost involved for the City.

### 12.2 Grievance Procedure

Any difference concerning the interpretation, application or operation of this Agreement or concerning any alleged violation thereof, or any other grievance arising from the suspension or dismissal of any employee, any question as to whether any matter is arbitrable, shall be final and conclusively settled without stoppage of work in the following manner.

- A. Every grievance shall in the first (1st) instance be taken up with the Fire Chief within thirty-two (32) days of the grievor being aware of it.
- B. If the grievance is not settled within seven (7) days of being referred to the Fire Chief, the matter shall be submitted to the General Manager, Community Services in the form of a written statement of the particulars of the grievance.
- C. Failing satisfactory settlement being reached within seven (7) days, the grievance shall be submitted to the City Manager.
- D. Failing satisfactory settlement being reached within seven (7) days of receipt of the grievance by the City Manager, the grievance shall be submitted to a Board of Arbitration of three (3) persons, one (1) of whom shall be appointed by the City and one (1) by the Union. Such appointments shall be made within seven (7) days of receipt of the City Manager's decision. The two (2) members so appointed shall themselves appoint a Chairperson of the Arbitration Board. Should the members fail to agree on a Chairperson, the said Chairperson shall be appointed by the Minister of Labour. The provisions of the Labour Relations Code shall govern such arbitration. The majority decision of the Board shall be final and binding on both

parties and each party shall bear the expense of their arbitrator, and pay half (1/2) the expenses of the Chairperson. The Board shall finally settle such grievance within ten (10) days of the appointment of the Chairperson.

- E. The above noted time limits may be extended by mutual agreement.
- F. Where a matter has been referred to Arbitration, the parties may agree to have the matter heard by a single arbitrator mutually agreed on by the parties. The jurisdiction of the single arbitrator shall be the same as that of a Board.

### 12.3 Expedited Arbitration

- A. In order to facilitate the timely resolution of grievances, the parties by mutual agreement may agree to an expedited arbitration hearing. All grievances may be considered suitable, with the following exceptions: grievances where a preliminary objection will be tendered; grievances requiring more than one (1) witness for each party; or hearings where either party uses a lawyer as counsel.
- B. The parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve matters. The arbitrator shall agree, in advance of his or her selection, to provide a decision within five (5) working days of the hearing.
- C.
  - (i) Written decisions shall be limited to five (5) pages.
  - (ii) The decision of the Arbitrator shall be final and binding on both parties.
  - (iii) Decisions shall not be precedent setting.
  - (iv) Decisions may be appealed in accordance with section 99 of the Labour Relations Code or the pertinent section of any legislation that supersedes or amends the Code.
- D. A grievance may be removed from the expedited arbitration process and forwarded to regular arbitration provided notice is given to the affected party at least one (1) week prior to the scheduled hearing.
- E. All costs of an expedited arbitration shall be split equally by each party, except for cancellation fees arising from a decision by one (1) party to proceed to regular arbitration. In that case, the party who refers the grievance to regular arbitration shall bear the full cost of cancellation fees.

## **ARTICLE 13 - TRAINING**

### \*13.1 Training at the Request of the City

- A. An employee shall be granted leave without loss of regular pay to undertake training at the request of the City. All training assigned by the City shall be paid for by the City.
- B. From time to time, the City will deem specific training as mandatory for employees. Employees will be scheduled for these training sessions at the City's option to a maximum of five (5) days per calendar year, per employee. Such

mandatory training shall not be scheduled on more than two (2) separate occasions for any one (1) employee per calendar year and shall not be scheduled during an employee's pre-selected annual vacation or statutory leave.

- C. Fire Department management agrees to provide twenty-eight (28) days advance notice of mandatory training to the executive of Local 1372 and affected employees.

This article does not apply to any required emergency medical training.

\*13.2 Off-Shift Training

- A. Management will endeavor to incorporate all required training and upgrading into the daily, on-shift training schedule. If on-shift training is not possible or practical, the employee may attend such training off-shift.

Where an employee voluntarily registers and attends a training session off-shift for assigned training, he/she will earn accumulated time off in accordance with Article 13.2 B.

- B. Accumulated time off will be earned on an hour-for-hour basis with the following exceptions:
- (i) Classes of less than two (2) hours in duration will be considered two (2) hours;
  - (ii) Classes scheduled for eight (8) hours from start to finish will be considered one (1) day;
  - (iii) Eight (8) hours accumulated from off-shift training shall be considered one (1) day;
  - (iv) A minimum of four (4) hours of accumulated time off shall be used at any one time;
  - (v) Leave utilizing accumulated time off will be approved in accordance with Article 9.1 A (iii) of the Collective Agreement.
- C. Management will provide the Union of the following information when a training course is planned:
- (i) Name of course;
  - (ii) Instructor;
  - (iii) Location;
  - (iv) Dates;
  - (v) Target group;
  - (vi) Number of participants.
- D. Target group seniority will determine the selection of trainees.

13.3 Specialty Training

Wherever practical, specialty training will be delivered in-house by seconded and on-shift firefighters and officers. The courses shall include training similar, but not limited, to: High Angle Rope Rescue, Confined Space, and Swift Water Rescue.

Employees who instruct specialty training sessions shall be paid at the rate of one (1) classification above their regular classification while instructing.

**ARTICLE 14 - OFFICER STRUCTURE**

14.1 It is agreed that the Joint Committee as per Schedule "4" shall meet and mutually agree to terms and recommendations as to the officer structure of the Prince George Fire Department and that such terms and recommendations shall be placed before the Council of the City of Prince George in the form of a Joint Committee Report.

**ARTICLE 15 - LABOUR MANAGEMENT COMMITTEE**

15.1 The parties agree that in the interest of maintaining harmonious relations:

- A. A Labour Management Committee consisting of an equal number of representatives from the City and from the Union shall meet once every other month, or as often as needed.
- B. The Committee shall enjoy the full support of both parties in the interests of improved service to the public and job security for the employees.
- C. The aim of the Committee shall be to develop and maintain a continuous effective channel of labour management communication.
- D. The Committee shall concern itself with general matters such as:
  - (i) considering constructive criticism aimed at improving relations;
  - (ii) looking at ways of improving service to the public;
  - (iii) discussing situations which result in grievances and misunderstandings.
- E. Employees shall not suffer any loss of pay for time spent with the Labour Management Committee.


**ARTICLE 16 - GENERAL PURPOSES AND CONDITIONS**

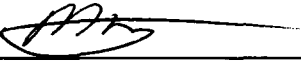
16.1 The parties mutually agree that all matters of precedent and procedure and interpretation of this Agreement established in the past between the parties shall continue in full force and effect although not specifically referred to herein.

**IN WITNESS WHEREOF** the City has caused these presents to be sealed with its Corporate Seal and signed by the Mayor and Corporate Officer and the Union has caused these presents to be executed under the hands of its proper officers duly authorized in that behalf as on the day and year first above written.


**IN WITNESS THEREOF** the parties hereto have executed these presents.

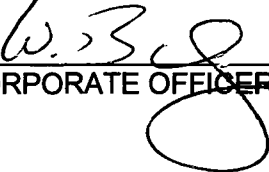
SIGNED, SEALED AND DELIVERED  
in the presence of:

)  
)  
)  
)   
) PRESIDENT, LOCAL #1372 (DEAN AUSSEM)

)  
)   
) SECRETARY, LOCAL #1372 (MIKE HOLLIDAY)

THE CORPORATE SEAL OF THE  
CITY OF PRINCE GEORGE was  
hereunto affixed in the  
presence of:

)  
)  
)  
)   
) MAYOR (LYNN HALL)

)  
)   
) CORPORATE OFFICER (WALTER BABICZ)

SCHEDULE "1"SENIORITY LIST

<u>EMPLOYEE</u>	<u>DATE EMPLOYED</u>
	Jun 23, 1981
	Jul 19, 1983
	Apr 20, 1987
	Dec 11, 1989
	Feb 5, 1990
	Aug 6, 1990
	Oct 8, 1990
	Feb 11, 1991
	Mar 9, 1992
	Mar 9, 1992
	Mar 9, 1992
	Mar 9, 1992
	Sep 14, 1992
	Sep 14, 1992
	Sep 14, 1992
	Sep 27, 1993
	Sep 27, 1993
	May 1, 1995
	May 1, 1995
	May 1, 1995

<b>EMPLOYEE</b>	<b>DATE EMPLOYED</b>
	May 1, 1995
	Apr 15, 1996
	Apr 15, 1996
	Apr 15, 1996
	Sep 8, 1997
	Sep 8, 1997
	Sep 8, 1997
	Sep 8, 1997
	Sep 8, 1997
	Sep 15, 1997
	Sep 15, 1997
	Mar 9, 1998
	May 18, 1999
	Sep 11, 2000
	Sep 11, 2000
	Sep 18, 2000
	Oct 16, 2000
	Apr 2, 2001
	Apr 2, 2001
	Apr 15, 2002
	Apr 15, 2002
	Aug 19, 2002
	Mar 31, 2003

<b>EMPLOYEE</b>	<b>DATE EMPLOYED</b>
	Mar 31, 2003
	Mar 31, 2003
	Mar 31, 2003
	Mar 31, 2003
	May 12, 2003
	May 12, 2003
	May 12, 2003
	Jul 21, 2003
	Jul 21, 2003
	Nov 24, 2003
	Aug 16, 2004
	Aug 16, 2004
	Aug 16, 2004
	Sep 13, 2004
	Sep 13, 2004
	Sep 13, 2004
	Nov 16, 2005
	Nov 29, 2005
	May 8, 2006
	May 20, 2006
	May 20, 2006
	May 20, 2006
	Apr 23, 2007



<b>EMPLOYEE</b>	<b>DATE EMPLOYED</b>
	Apr 23, 2007
	Apr 23, 2007
	Apr 23, 2007
	Oct 6, 2007
	Oct 6, 2007
	Apr 5, 2008
	Apr 5, 2008
	Apr 5, 2008
	Apr 5, 2008
	May 3, 2008
	May 3, 2008
	Sep 6, 2008
	Sep 6, 2008
	Sep 6, 2008
	Sep 6, 2008
	Sep 6, 2008
	Sep 6, 2008
	Sep 6, 2008
	Mar 7, 2009
	Mar 7, 2009
	Mar 7, 2009
	Mar 7, 2009
	Sep 19, 2009
	Sep 19, 2009

<b>EMPLOYEE</b>	<b>DATE EMPLOYED</b>
	Sep 19, 2009
	May 15, 2010
	May 15, 2010
	May 15, 2010
	Aug 8, 2011
	Sep 17, 2011
	Sep 17, 2011
	Sep 17, 2011
	Sep 17, 2011
	Apr 14, 2012
	May 22, 2012
	Apr 13, 2013
	Apr 13, 2013
	Apr 13, 2013
	Sep 14, 2013
	Sep 14, 2013
	Apr 11, 2015
	Apr 11, 2015
	Sep 26, 2015
	Sep 26, 2015
	Sep 24, 2016
	Sep 24, 2016
	Sep 24, 2016



**\*SCHEDULE "2"****PROMOTIONAL PROCEDURE**1. Intent

This procedure will govern all promotions within the Prince George Fire Department.

2. Eligibility

Promotions to officer positions shall be based upon the following criteria:

- (i) completion of the required training and education;
- (ii) examinations;
- (iii) interview; and
- (iv) performance appraisals.

3. Posting

All promotional training opportunities shall be posted at least thirty (30) days prior to the start of the instructional period, and the start date of the instructional/examination period shall be noted in the posting. All reasonable efforts will be made to contact potential applicants who are away during the posting period. Where possible, the Department will attempt to give six (6) months notice of forthcoming promotional training pools.

4. Method of Application

Applicants shall respond to a posting by applying in writing to the Chief Training Officer and the Human Resources Department, with a copy to the Union. For the Assistant Chief Pool, the Chief Fire Prevention Officer and the Chief Training Officer, applicants must submit a resume and covering letter demonstrating that they meet the minimum qualifications as defined in this Schedule. Applicants will be accepted in seniority order according to Schedule 1 of the Collective Agreement.

Candidates hired on the same day will not be split when entering promotional pools. Candidates who were hired on the same day will either all be accepted or will all not be accepted.

5. Education

When pre-approved by the Human Resources Advisor, Organizational Learning, and the Fire Chief and if requested by the employee, the City will reimburse the cost of tuition fees and books for post-secondary courses taken through a publicly-accredited institution, to an annual maximum of \$1,500.

When required, employees will be given time off of work to write mid-term or final examinations.

6. Group 1A. Training Period

The training period will be one hundred and twenty (120) days. A detailed course schedule and all required materials shall be issued and supplied to all

candidates. Instructional sessions shall not be scheduled for prime holidays and the number of prime holidays shall be added to the one hundred and twenty (120) day instructional period calculation. Where exceptional operational circumstances prevent the training from being completed within one hundred and twenty (120) days, the training period will be extended and any outstanding training will be delivered as soon as possible, taking into consideration the prime holiday period.

The IFSTA Fire Officer program will make up one-half (1/2) of the training period. Candidates will be tested after the IFSTA Fire Officer has been completed.

**B. Local Interest**

The remaining training period will be used to train in subject areas of local interest including, but not limited to:

**Captains Pool:**

- Fire scene management;
- Emergency management;
- Leadership;
- Performance management;
- Fire Service Instructor Levels I and II;
- Any additional courses that the City deems appropriate.

**Assistant Chief Pool:**

- Fire investigation;
- Emergency management;
- Leadership;
- Performance management;
- Interview training;
- Any additional courses that the City deems appropriate.

Three (3) months prior to any promotional pool posting, the City will determine the availability of specific courses in these subject areas, and will provide a list to the union for their information.

Applicants attending classes as part of an officer pool during the instructional period shall be given time off in accordance with Article 13.2 B of the Collective Agreement.

**C. Captain**

First Class Firefighters are eligible for promotion to the rank of Captain providing he/she:

- (i) Has completed the IFSTA Fire Officer I program and achieved a minimum passing grade of 70%;
- (ii) Has completed the materials of local interest and achieved a passing grade in each course that is graded on a pass/fail basis, and achieved a minimum passing grade of 70% on the remaining courses;
- (iii) Has achieved an average score of 70% on his/her performance appraisals;
- (iv) Participates in an interview, to be used for development purposes.

Promotions to Captain shall be in accordance with seniority as identified in Schedule 1 of the Collective Agreement.

Employees who qualify in a promotional pool subsequent to that of their seniority group shall be not be eligible for promotion until they have acted as a Captain for a minimum of 2,192 hours. Once this threshold has been achieved and a vacancy exists, he/she will be promoted in accordance with seniority as identified in Schedule 1 of the Collective Agreement.

D. Assistant Chief

- (i) To qualify for entry into the Assistant Chief Pool, Captains must have completed two (2) three-credit post-secondary courses taken from a publicly-accredited institution in the business, commerce, public administration or fire management areas of study. Courses may include but are not limited to: communications; finance; human resources management; and leadership.

Additionally, Captains must have achieved an average score of 70% on his/her performance appraisals as a condition of entry into the promotional pool.

- (ii) Captains will be considered qualified to act as an Assistant Chief providing he/she:

- Has completed the IFSTA Fire Officer II program and achieved a minimum passing grade of 70%;
- Has completed the materials of local interest and achieved a passing grade in each course that is graded on a pass/fail basis, and achieved a minimum passing grade of 70% on the remaining courses;
- Achieves a minimum score of 70% in an interview.

- (iii) Those Captains who are successful in passing the Assistant Chief Pool criteria as defined above shall be paid in accordance with the following schedule for hours spent working as an Acting Assistant Chief:

- Completion of two (2) three-credit post-secondary courses as defined above – 126%;
- Completion of three (3) three-credit post-secondary courses as defined above – 128%;
- Completion of four (4) three-credit post-secondary courses as defined above – 130%;
- Completion of five (5) three-credit post-secondary courses as defined above – 132%.

Such rate will be effective the date the employee provides proof of successful completion of the post-secondary course(s) to the City.

Upon successfully completing all five (5) required post-secondary courses as defined above, the employee shall receive retroactive payment of the full rate of 132% for all hours spent working as an Acting Assistant Chief.

- (iv) Employees must have completed the five (5) required post-secondary courses in order to be considered the "senior acting" officer on a shift. Placement on senior acting line will be determined on the basis of completion of the five (5) post-secondary courses combined with seniority within the employee's promotional group.
- (v) Only those employees who have been identified as a senior acting officer on shift shall be eligible for promotion to Assistant Chief. Promotions to Assistant Chief will be in accordance with an employee's ranking on the senior acting line, not on the basis of overall service with the Department.

## 7. Group II

For required courses at the JIBC for Fire Prevention officer positions, the City shall provide time off without loss of pay and shall pay for all related course fees and eligible travel expenses as per City policy. Wherever possible, these courses must be taken locally or by distance learning. Where an employee chooses not to avail him/herself of local or distance learning opportunities, the City will not pay for any travel costs associated with the courses.

### A. Fire Prevention Lieutenant

Fire Prevention Inspectors will be promoted to the rank of Fire Prevention Lieutenant providing he/she:

- (i) Has a minimum of two (2) years experience in the Fire Prevention Branch;
- (ii) Has worked in the Fire Prevention Branch continuously for the previous twelve (12) months;
- (iii) Has successfully completed the IFSTA Fire Officer I program;
- (iv) Has achieved an average score of 70% on his/her performance appraisals.

### B. Fire Prevention Captain

Fire Prevention Lieutenants are eligible for promotion to the rank of Fire Prevention Captain providing he/she:

- (i) Has a minimum of four (4) years experience in the Fire Prevention Branch;
- (ii) Has worked in the Fire Prevention Branch continuously for the previous twelve (12) months;
- (iii) Has completed the IFSTA Fire Officer II program;
- (iv) Has achieved an average score of 70% on his/her performance appraisals;
- (v) Participates in an interview, to be used for development purposes.

If a vacant Fire Prevention Captain position is not available, Fire Prevention Lieutenants who have worked in the Fire Prevention Branch continuously for six (6) years and who have successfully achieved the qualifications required for Fire Prevention Captain shall be paid at the Fire Prevention Captain rate.

C. Chief Fire Prevention Officer

Fire Prevention Captains are eligible to apply for the Chief Fire Prevention Officer position providing:

- (i) The position is vacant;
- (ii) He/she has a minimum of four (4) years experience in the Fire Prevention Branch;
- (iii) He/she has worked in the Fire Prevention Branch continuously for the previous twelve (12) months;
- (iv) He/she has successfully completed five (5) three-credit post-secondary courses taken from a publicly-accredited institution in the business, commerce, public administration or fire management areas of study. Courses may include but not be limited to: communications; finance; human resources management; and leadership;
- (v) He/she has achieved an average score of 70% on his/her performance appraisals.

D. Training Branch Captain

The Training Branch Captain shall be posted and filled on a one (1) year term basis.

Current Captains, along with the four (4) most-senior qualified Acting Captains are eligible to apply for the Training Branch Captain providing:

- (i) He/she is a current, active member of at least one (1) specialty team; OR
- (ii) He/she is a qualified Emergency Medical Responder instructor, driving instructor, or Auto Extrication instructor;
- (iii) He/she successfully achieves a minimum score of 70% on tests demonstrating competency with the Microsoft Office programs of Word, Excel and PowerPoint;
- (iv) He/she participates in an interview and achieves a minimum score of 70%.

At the end of the one (1) year term, the employee shall return to his/her former position and rate of pay in effect at the time.

Should the successful candidate for Training Captain already be a Captain, the most senior qualified Captain will be promoted to backfill for the one (1) year period. At the end of the one (1) year term, that employee shall return to his/her former position and rate of pay in effect at the time.

E. Chief Training Officer

First Class Firefighters and Captains are eligible to apply for the Chief Training Officer providing:

- (i) The position is vacant;
- (ii) He/she has completed the IFSTA Fire Officer I and II programs and achieved a minimum passing grade of 70% in each;



- (iii) He/she has completed IFSAC or PROBoard accredited Fire Instructor I and II programs and achieved a minimum passing grade of 70% in each;
- (iv) He/she has worked as the Training Branch Captain for a period of at least one (1) year;
- (v) He/she is a licensed Emergency Medical Responder and is trained to the Technician level in at least two (2) of the following specialty areas: High Angle; Swift Water/Ice Rescue; Confined Space; and Hazardous Materials;
- (vi) He/she has successfully completed five (5) three-credit post-secondary courses taken from a publicly-accredited institution in the business, commerce, public administration or fire management areas of study. Courses may include but not be limited to: communications; finance; human resources management; and leadership;
- (vii) He/she has achieved an average score of 70% on his/her performance appraisals;
- (viii) He/she participates in an interview and achieves a minimum score of 70%.

Until January 1, 2019, those employees who have successfully passed Fire Officer II and are considered qualified to act as an Assistant Chief as of May 27, 2016, shall be exempted from meeting the requirement to have worked as a Training Branch Captain as outlined in (iv) above.

- F. Promotions after successfully meeting the qualifications and, where applicable, achieving a passing mark shall be made according to seniority as identified in Schedule 1 of the Collective Agreement.

#### 8. Interview Panel

The interview panel shall consist of the Fire Chief or his/her designate and a Human Resources representative. The IAFF President or his/her designate shall participate as an observer and shall be given access to any reasonable information they may request for their confidential perusal.

#### 9. Examinations

Examination questions for Fire Officer I and II will be developed and delivered to the IFSTA standard.

Those declared qualified but not immediately promoted because of an insufficient number of vacancies at higher ranks will be considered to remain qualified.

#### 10. Failure to Pass Examinations

Candidates wishing to rewrite will be given the opportunity to do so.

Within fourteen (14) days of receiving notification of examination results, a candidate who fails to achieve a passing grade may apply in writing to the Fire Chief to rewrite an examination, and will have the opportunity to do so within thirty (30) days from the date of the original examination. The date of the examination will be determined according to the availability of the examiner.

Applicants who are successful in achieving a passing mark through the re-examination

will be regarded the same as those qualifying on the first attempt.

Candidates who are unsuccessful in achieving a passing mark through re-examination will be disqualified from the current promotional training opportunity.

11. Failure to Qualify

Candidates shall be entitled to a maximum of two (2) attempts to become qualified for promotional opportunities. Candidates who fail to become qualified for promotion two (2) times will not be eligible for entry into future promotional training pools.

**SCHEDULE "3"****RATES OF PAY****January 1, 2016**

	CityWare Classification Code	MONTHLY	BI-WEEKLY	HOURLY RATE	% AGE DIFF
<b>GROUP I</b>					
<b>Firefighters</b>					
(1st 6 months)	FFP	5,356.00	2,463.57	29.33	70
4th Class (2nd 6 months)	FF1	5,738.00	2,639.27	31.42	75
3rd Class (2nd year)	FF2	6,121.00	2,815.44	33.52	80
2nd Class (3rd year)	FF3	6,886.00	3,167.31	37.71	90
1st Class (4th year)	FF4	7,651.00	3,519.18	41.90	100
Completion of 10th calendar year of service	FF5	7,881.00	3,624.98	43.15	103
Completion of 15th calendar year of service	FF6	7,957.00	3,659.93	43.57	104
Captain	FCPT	9,615.00	4,422.55	52.65	122+
Assistant Chief	AC1	10,403.00	4,785.01	56.96	132+
Assistant Chief	AC2	10,718.00	4,929.89	58.69	136+
Assistant Chief	AC3	11,033.00	5,074.78	60.41	140+
<b>GROUP II</b>					
Mechanic	MECH	9,457.00	4,349.88	58.00	120+
Chief Training Officer	CTO1	10,403.00	4,785.01	63.80	132+
Chief Training Officer	CTO2	10,718.00	4,929.89	65.73	136+
Chief Training Officer	CTO3	11,033.00	5,074.78	67.66	140+
Fire Prevention- 3 <sup>rd</sup> Class (1 <sup>st</sup> year)	FI2	6,121.00	2,815.44	37.54	80
2nd Class (2nd year)	FI3	6,886.00	3,167.31	42.23	90
1st Class (3rd year)	FI4	7,651.00	3,519.18	46.92	100
Completion of 10th calendar year of service	FI5	7,881.00	3,624.98	48.33	103
Completion of 15th calendar year of service	FI6	7,957.00	3,659.93	48.80	104
Fire Prevention Lieutenant	FPL	8,669.00	3,987.43	53.17	110+
Fire Prevention Captain	FPC	9,615.00	4,422.55	58.97	122+
Fire Training Branch Captain	FTBC	9,615.00	4,422.55	58.97	122+
Chief Fire Prevention Officer	CFPO1	10,403.00	4,785.01	63.80	132+
Chief Fire Prevention Officer	CFPO2	10,718.00	4,929.89	65.73	136+
Chief Fire Prevention Officer	CFPO3	11,033.00	5,074.78	67.66	140+

**RATES OF PAY**

**January 1, 2016  
continued**

<b>GROUP III (Hire Date Prior to Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
1st Class (4th year)	FA4	7,539.00	3,467.67	41.28	98.5
Completion of 10th calendar year of service	FA5	7,765.00	3,571.62	42.52	101.5
Completion of 15th calendar year of service	FA6	7,841.00	3,606.58	42.94	102.5
<b>GROUP III (Hire Date After Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
(1st 6 months)	FDP	4,591.00	2,111.69	25.14	60
4th Class (2nd 6 months)	FD1	4,973.00	2,287.40	27.23	65
3rd Class (2nd year)	FD2	5,356.00	2,463.57	29.33	70
2nd Class (3rd year)	FD3	6,121.00	2,815.44	33.52	80
1st Class (4th year)	FD4	6,886.00	3,167.31	37.71	90

**GROUP I & II**

Rates based on the 4th year (1st Class) Firefighter's rate (rates identified with '+' based on 10th year rate)

**GROUP III**

Rates based on 4th year (1st Class) Firefighter's rate

Bi-weekly pay rates are calculated using the following formula:  
(Monthly Salary x 12, divided by 26.089 = Biweekly salary)

**RATES OF PAY****January 1, 2017**

	CityWare Classification Code	MONTHLY	BI-WEEKLY	HOURLY RATE	% AGE DIFF
<b>GROUP I</b>					
<b>Firefighters</b>					
(1st 6 months)	FFP	5,489.00	2,524.74	30.06	70
4th Class (2nd 6 months)	FF1	5,882.00	2,705.51	32.21	75
3rd Class (2nd year)	FF2	6,274.00	2,885.81	34.35	80
2nd Class (3rd year)	FF3	7,058.00	3,246.43	38.65	90
1st Class (4th year)	FF4	7,842.00	3,607.04	42.94	100
Completion of 10th calendar year of service	FF5	8,077.00	3,715.13	44.23	103
Completion of 15th calendar year of service	FF6	8,156.00	3,751.47	44.66	104
Captain	FCPT	9,854.00	4,532.48	53.96	122+
Assistant Chief	AC1	10,662.00	4,904.14	58.38	132+
Assistant Chief	AC2	10,985.00	5,052.70	60.15	136+
Assistant Chief	AC3	11,308.00	5,201.27	61.92	140+
<b>GROUP II</b>					
Mechanic	MECH	9,692.00	4,457.97	59.44	120+
Chief Training Officer	CTO1	10,662.00	4,904.14	65.39	132+
Chief Training Officer	CTO2	10,985.00	5,052.70	67.37	136+
Chief Training Officer	CTO3	11,308.00	5,201.27	69.35	140+
Fire Prevention- 3 <sup>rd</sup> Class (1 <sup>st</sup> year)	FI2	6,274.00	2,885.81	38.48	80
2nd Class (2nd year)	FI3	7,058.00	3,246.43	43.29	90
1st Class (3rd year)	FI4	7,842.00	3,607.04	48.09	100
Completion of 10th calendar year of service	FI5	8,077.00	3,715.13	49.54	103
Completion of 15th calendar year of service	FI6	8,156.00	3,751.47	50.02	104
Fire Prevention Lieutenant	FPL	8,885.00	4,086.78	54.49	110+
Fire Prevention Captain	FPC	9,854.00	4,532.48	60.43	122+
Fire Training Branch Captain	FTBC	9,854.00	4,532.48	60.43	122+
Chief Fire Prevention Officer	CFPO1	10,662.00	4,904.14	65.39	132+
Chief Fire Prevention Officer	CFPO2	10,985.00	5,052.70	67.37	136+
Chief Fire Prevention Officer	CFPO3	11,308.00	5,201.27	69.35	140+

**RATES OF PAY****January 1, 2017  
continued**

<b>GROUP III (Hire Date Prior to Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
1st Class (4th year)	FA4	7,614.00	3,502.17	41.69	97.1
Completion of 10th calendar year of service	FA5	7,842.00	3,607.04	42.94	100.0
Completion of 15th calendar year of service	FA6	7,919.00	3,642.45	43.36	101.0
<b>GROUP III (Hire Date After Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
(1st 6 months)	FDP	4,705.00	2,164.13	25.76	60
4th Class (2nd 6 months)	FD1	5,097.00	2,344.44	27.91	65
3rd Class (2nd year)	FD2	5,489.00	2,524.74	30.06	70
2nd Class (3rd year)	FD3	6,274.00	2,885.81	34.35	80
1st Class (4th year)	FD4	7,058.00	3,246.43	38.65	90

**GROUP I & II**

Rates based on the 4th year (1st Class) Firefighter's rate (rates identified with '+' based on 10th year rate)

**GROUP III**

Rates based on 4th year (1st Class) Firefighter's rate

Bi-weekly pay rates are calculated using the following formula:  
 (Monthly Salary x 12, divided by 26.089 = Biweekly salary)

**RATES OF PAY****January 1, 2018**

	CityWare Classification Code	MONTHLY	BI-WEEKLY	HOURLY RATE	% AGE DIFF
<b>GROUP I</b>					
<b>Firefighters</b>					
(1st 6 months)	FFP	5,627.00	2,588.22	30.81	70
4th Class (2nd 6 months)	FF1	6,029.00	2,773.12	33.01	75
3rd Class (2nd year)	FF2	6,430.00	2,957.57	35.21	80
2nd Class (3rd year)	FF3	7,234.00	3,327.38	39.61	90
1st Class (4th year)	FF4	8,038.00	3,697.19	44.01	100
Completion of 10th calendar year of service	FF5	8,279.00	3,808.04	45.33	103
Completion of 15th calendar year of service	FF6	8,360.00	3,845.30	45.78	104
Captain	FCPT	10,100.00	4,645.64	55.31	122+
Assistant Chief	AC1	10,928.00	5,026.49	59.84	132+
Assistant Chief	AC2	11,259.00	5,178.73	61.65	136+
Assistant Chief	AC3	11,591.00	5,331.44	63.47	140+
<b>GROUP II</b>					
Mechanic	MECH	9,935.00	4,569.74	60.93	120+
Chief Training Officer	CTO1	10,928.00	5,026.49	67.02	132+
Chief Training Officer	CTO2	11,259.00	5,178.73	69.05	136+
Chief Training Officer	CTO3	11,591.00	5,331.44	71.09	140+
Fire Prevention- 3 <sup>rd</sup> Class (1 <sup>st</sup> year)	FI2	6,430.00	2,957.57	39.43	80
2nd Class (2nd year)	FI3	7,234.00	3,327.38	44.37	90
1st Class (3rd year)	FI4	8,038.00	3,697.19	49.30	100
Completion of 10th calendar year of service	FI5	8,279.00	3,808.04	50.77	103
Completion of 15th calendar year of service	FI6	8,360.00	3,845.30	51.27	104
Fire Prevention Lieutenant	FPL	9,107.00	4,188.89	55.85	110+
Fire Prevention Captain	FPC	10,100.00	4,645.64	61.94	122+
Fire Training Branch Captain	FTBC	10,100.00	4,645.64	61.94	122+
Chief Fire Prevention Officer	CFPO1	10,928.00	5,026.49	67.02	132+
Chief Fire Prevention Officer	CFPO2	11,259.00	5,178.73	69.05	136+
Chief Fire Prevention Officer	CFPO3	11,591.00	5,331.44	71.09	140+

**RATES OF PAY**

**January 1, 2018  
continued**

<b>GROUP III (Hire Date Prior to Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
1st Class (4th year)	FA4	7,690.00	3,537.12	42.11	95.7
Completion of 10th calendar year of service	FA5	7,921.00	3,643.37	43.37	98.5
Completion of 15th calendar year of service	FA6	7,998.00	3,678.79	43.80	99.5
<b>GROUP III (Hire Date After Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
(1st 6 months)	FDP	4,823.00	2,218.41	26.41	60
4th Class (2nd 6 months)	FD1	5,225.00	2,403.31	28.61	65
3rd Class (2nd year)	FD2	5,627.00	2,588.22	30.81	70
2nd Class (3rd year)	FD3	6,430.00	2,957.57	35.21	80
1st Class (4th year)	FD4	7,234.00	3,327.38	39.61	90

**GROUP I & II**

Rates based on the 4th year (1st Class) Firefighter's rate (rates identified with '+' based on 10th year rate)

**GROUP III**

Rates based on 4th year (1st Class) Firefighter's rate

Bi-weekly pay rates are calculated using the following formula:  
(Monthly Salary x 12, divided by 26.089 = Biweekly salary)



**RATES OF PAY****January 1, 2019**

	CityWare Classification Code	MONTHLY	BI-WEEKLY	HOURLY RATE	% AGE DIFF
<b>GROUP I</b>					
<b>Firefighters</b>					
(1st 6 months)	FFP	5,767.00	2,652.61	31.58	70
4th Class (2nd 6 months)	FF1	6,179.00	2,842.12	33.83	75
3rd Class (2nd year)	FF2	6,591.00	3,031.62	36.09	80
2nd Class (3rd year)	FF3	7,415.00	3,410.63	40.60	90
1st Class (4th year)	FF4	8,239.00	3,789.64	45.11	100
Completion of 10th calendar year of service	FF5	8,486.00	3,903.25	46.47	103
Completion of 15th calendar year of service	FF6	8,569.00	3,941.43	46.92	104
Captain	FCPT	10,353.00	4,762.01	56.69	122+
Assistant Chief	AC1	11,202.00	5,152.52	61.34	132+
Assistant Chief	AC2	11,541.00	5,308.44	63.20	136+
Assistant Chief	AC3	11,880.00	5,464.37	65.05	140+
<b>GROUP II</b>					
Mechanic	MECH	10,183.00	4,683.81	62.45	120+
Chief Training Officer	CTO1	11,202.00	5,152.52	68.70	132+
Chief Training Officer	CTO2	11,541.00	5,308.44	70.78	136+
Chief Training Officer	CTO3	11,880.00	5,464.37	72.86	140+
Fire Prevention- 3 <sup>rd</sup> Class (1 <sup>st</sup> year)	FI2	6,591.00	3,031.62	40.42	80
2nd Class (2nd year)	FI3	7,415.00	3,410.63	45.48	90
1st Class (3rd year)	FI4	8,239.00	3,789.64	50.53	100
Completion of 10th calendar year of service	FI5	8,486.00	3,903.25	52.04	103
Completion of 15th calendar year of service	FI6	8,569.00	3,941.43	52.55	104
Fire Prevention Lieutenant	FPL	9,335.00	4,293.76	57.25	110+
Fire Prevention Captain	FPC	10,353.00	4,762.01	63.49	122+
Fire Training Branch Captain	FTBC	10,353.00	4,762.01	63.49	122+
Chief Fire Prevention Officer	CFPO1	11,202.00	5,152.52	68.70	132+
Chief Fire Prevention Officer	CFPO2	11,541.00	5,308.44	70.78	136+
Chief Fire Prevention Officer	CFPO3	11,880.00	5,464.37	72.86	140+

**RATES OF PAY****January 1, 2019  
continued**

<b>GROUP III (Hire Date Prior to Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
1st Class (4th year)	FA4	7,767.00	3,572.54	42.53	94.3
Completion of 10th calendar year of service	FA5	8,000.00	3,679.71	43.81	97.1
Completion of 15th calendar year of service	FA6	8,078.00	3,715.59	44.23	98.0
<b>GROUP III (Hire Date After Jan 1/16)</b>					
<b>Fire Dispatcher</b>					
(1st 6 months)	FDP	4,943.00	2,273.60	27.07	60
4th Class (2nd 6 months)	FD1	5,355.00	2,463.11	29.32	65
3rd Class (2nd year)	FD2	5,767.00	2,652.61	31.58	70
2nd Class (3rd year)	FD3	6,591.00	3,031.62	36.09	80
1st Class (4th year)	FD4	7,415.00	3,410.63	40.60	90

**GROUP I & II**

Rates based on the 4th year (1st Class) Firefighter's rate (rates identified with '+' based on 10th year rate)

**GROUP III**

Rates based on 4th year (1st Class) Firefighter's rate

Bi-weekly pay rates are calculated using the following formula:  
 (Monthly Salary x 12, divided by 26.089 = Biweekly salary)

**SCHEDULE "4"**

**OFFICER STRUCTURE**

It is agreed that the following Committee shall meet as required to study the officer structure of the Prince George Fire Department.

The Committee shall consist of:

- two (2) Union nominees;
- the Director of Human Resources or designate;
- the General Manager, Community Services;
- the Fire Chief;
- such other persons as may be agreed upon.

The Committee shall report its recommendations for City Council's consideration.

The report of the Committee may consider:

- (a) the deployment of officers;
- (b) the number of officers that will be required by the Fire Department and the ranks of such officers in future years;
- (c) the staffing of fire halls and the phasing in of plans for alterations to the officer structure of the Fire Department.

**\*LETTER OF UNDERSTANDING  
between  
THE CITY OF PRINCE GEORGE  
and  
THE PRINCE GEORGE FIREFIGHTERS, IAFF LOCAL 1372**

**FOCC WAGE RATES**

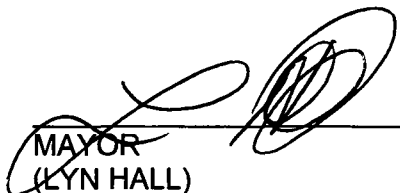
The parties agree to the following related to all employees classified as Dispatcher and Relief Dispatcher:

- Commencing January 1, 2016, and effective January 1st of each calendar year thereafter, the 1st Class (4th year), 10 year and 15 year wage rates for Group III employees will increase by one percent (1%), EXCEPT
  - In any year that the IAFF receives an annual increase of less than two percent (2%), the 1st Class (4th year), 10 year and 15 year wage rates for Group III employees will increase by half (50%) as much as the rest of the bargaining unit.
- After the 1st Class (4th year) Dispatcher wage rate reaches 90% of the 1st Class Firefighter wage rate, Dispatchers will receive the same annual increase as negotiated for other IAFF Local 1372 members.
- After the 10 year Dispatcher wage rate reaches 93% of the 1st Class Firefighter wage rate, these Dispatchers will receive the same annual increase as negotiated for other IAFF Local 1372 members.
- After the 15 year Dispatcher wage rate reaches 94% of the 1st Class Firefighter wage rate, these Dispatchers will receive the same annual increase as negotiated for other IAFF Local 1372 members.
- Any Dispatchers employed as of December 31, 2015, and receiving the 10 and 15 year wage rate as of that date will continue to receive them, including the annual 1% wage increase.
- Any Dispatchers employed as of December 31, 2015, and who are not receiving the 10 and 15 year wage rate as of that date will receive the 10 and 15 year wage rate in effect as of the date they become eligible, based on their length of service.

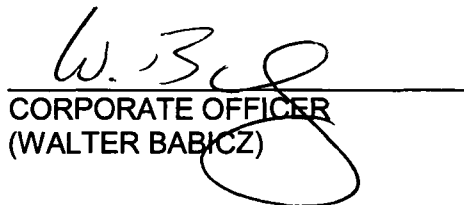
- Any new Dispatchers or Relief Dispatchers hired after January 1, 2016, will be subject to the following wage structure:

1ST six months	60% of 1st Class Firefighter wage rate
4th Class (2nd six months)	65% of 1st Class Firefighter wage rate
3rd Class (2nd year)	70% of 1st Class Firefighter wage rate
2nd Class (3rd year)	80% of 1st Class Firefighter wage rate
4th year (1st class)	90% of 1st Class Firefighter wage rate

- The parties agree to establish a joint working group to explore methods of making the Fire Operations Communications Centre ("FOCC") more cost effective, including the introduction of part-time and/or casual Dispatchers, and recommend opportunities for potential service expansion to City Council. The working group shall be comprised of up to four (4) members of management and four (4) Table Officers from the IAFF. As required, third parties may be invited to participate in discussions of the working group.

  
MAYOR  
(LYN HALL)

  
PRESIDENT, LOCAL 1372  
(DEAN AUSSEM)

  
CORPORATE OFFICER  
(WALTER BABICZ)

  
SECRETARY, LOCAL 1372  
(MIKE HOLLIDAY)

June 8, 2017  
DATE

**\*LETTER OF UNDERSTANDING  
between  
THE CITY OF PRINCE GEORGE  
and  
THE PRINCE GEORGE FIREFIGHTERS, IAFF LOCAL 1372**


**UTILIZATION OF RELIEF FIRE FIGHTERS  
FOR ATO COVERAGE**


The parties agree to the following conditions in order to allow for utilization of Relief Firefighters for ATO coverage when the regular staffing is at or below minimum:


- A minimum of two (2) Relief Firefighters must remain available at any given time for coverage of sickness or other unscheduled absences.
- No costs to the City will result from the use of Relief Firefighters for this purpose. Should such use lead to the requirement of a minimum staffing shift, the Union agrees to provide coverage for this shift. In exchange, the City agrees to provide Relief Firefighter coverage for Union shifts when staffing levels permit.
- No grievances shall be forthcoming that pertain to the granting or denial of ATO use.


This Letter of Understanding will be in effect from January 1, 2016 to December 31, 2019.

This Letter of Understanding may be cancelled by either party with two (2) weeks' written notice.

  
\_\_\_\_\_  
MAYOR  
(LYN HALL)

  
\_\_\_\_\_  
PRESIDENT, LOCAL 1372  
(DEAN AUSSEM)

  
\_\_\_\_\_  
CORPORATE OFFICER  
(WALTER BABICZ)


  
\_\_\_\_\_  
SECRETARY, LOCAL 1372  
(MIKE HOLLIDAY)


June 8, 2017  
DATE


**\*LETTER OF UNDERSTANDING  
between  
THE CITY OF PRINCE GEORGE  
and  
THE PRINCE GEORGE FIREFIGHTERS, IAFF LOCAL 1372**


**RESTRUCTURING SICK LEAVE**

The parties agree to establish a committee to examine how sick leave and gratuity benefits can be restructured to provide a long-term wage loss sick leave benefit (e.g. long-term disability plan). This committee shall report on their recommendations by December 31, 2017.

  
\_\_\_\_\_  
MAYOR  
(LYN HALL)

  
\_\_\_\_\_  
PRESIDENT, LOCAL 1372  
(DEAN AUSSEM)

  
\_\_\_\_\_  
CORPORATE OFFICER  
(WALTER BABICZ)

  
\_\_\_\_\_  
SECRETARY, LOCAL 1372  
(MIKE HOLLIDAY)

June 8, 2017  
DATE